

## **SPECIAL PROGRAMS SUPERINTENDENT (0434)**

EEO CATEGORY: Officials/Administrators

EXEMPT STATUS: Exempt

CIVIL SERVICE CATEGORY: General (4A)

SALARY RANGE: \$36,648 - \$54,972

### JOB SUMMARY:

Under general direction, is responsible for directing, organizing and managing a City-wide cultural and/or arts function, After-School Challenge Program and special programs within the Parks & Recreation Department. Exercises direct supervision over professional and clerical staff.

### ESSENTIAL JOB FUNCTIONS:

1. Coordinates, organizes, plans, markets and implements cultural arts, after school and special program services, classes, workshops and clinics.
2. Supervises, trains and evaluates staff.
3. Prepares and monitors section's budget.
4. Prepares financial and administrative reports.
5. Negotiates contracts and agreements.
6. Coordinates the purchase of equipment and supplies.
7. Represents the City at various meetings; serves as liaison to boards and commissions.
8. Works with outside agencies and volunteers.
9. Responds to citizen inquiries and complaints.
10. Directs staff in the development and administration of programs and services; evaluates program services.
11. Establishes short and long range departmental priorities, goals and objectives.
12. Enforces departmental policies and procedures.
13. Negotiates contracts and agreements.
14. Solicits sponsorships for programs and special events.
15. Monitors City-wide tourism and outreach programs and events; collaborates with other City departments and outside agencies.

### EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university with preferable coursework in Parks & Recreation, Physical Education, Business or a related field.
2. Three (3) years of experience in developing and implementing recreation programs and activities (e.g. art, dance, drama, after school programs, nature, high adventure programs, special programs and services and special events) including two (2) years experience in a supervisory/management capacity.
3. **Or** Equivalent combination of education and experience.

### LICENSES OR CERTIFICATES:

1. Valid Class "C" Texas Driver's License.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of principles and practices of supervision, training, and personnel management.
2. Knowledge of principles and practices of budget preparation and administration.
3. Knowledge of program techniques used in community recreation programs.
4. Knowledge of marketing practices.
5. Skill in operating a personal computer and utilizing rudimentary software.
6. Ability to organize, prioritize, assign and coordinate assignments.

## **SPECIAL PROGRAMS SUPERINTENDENT (0434)**

KNOWLEDGE, SKILLS AND ABILITIES (Continued):

7. Ability to communicate clearly and effectively, both verbally and in writing.
8. Ability to establish and maintain effective working relationships with City staff and the general public.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, and walking to perform the essential functions. Working conditions are primarily inside an office environment.

***This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.***

CREATED: August 2000